

# Personal Assistant

## Job Description

### **Who We're Looking For**

Benchmark Capital are looking for an Personal Assistant; the main focus of this role will be to work closely with the Group Head of Operations and Customer Service and the Compliance Director to provide administrative support to these roles. You will have a wide range of duties, acting as a first point of contact with people from both inside and outside the company.

### **About Benchmark Capital**

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice<sup>1</sup>

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

### **The base**

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

### **What you'll Do**

- Manage diaries and arrange meetings, ensuring the Group Head of Operations and Customer Service and the Compliance Director are fully briefed prior to their meetings, allowing enough time for preparation
- Manage information flow in a timely and accurate manner and ensure that the Group Head of Operations and Customer Service and the Compliance Director are aware of broader priorities and issues
- Make travel and accommodation arrangements
- Support tracking budgets, expenses, track business mileage and manage credit cards
- Screen phone calls and emails to support timely management of key issues
- Format information for internal and external communications, memos, emails, presentations and reports
- Take minutes during meetings and stay on top of forthcoming actions and deliverables that need planning
- Attend events and provide client support as required. May require support in other office locations and external events from time to time
- As required provide cover for EA/PA's who support the other Executive Directors
- This is not an exhaustive list; other tasks need to be carried out as required.

### **The Knowledge, Experience and Qualifications we'd love you to have:**

- Prior experience of working in a similar role at executive level
- Provided personalised administrative support in a well-organised and timely manner
- Ability to be discrete and confidential are essential attributes
- Ability to manage multiple priorities
- Quickly establish credibility and respect to build strong working relationships
- Excellent knowledge of Microsoft Office packages including; Word, Excel, PowerPoint and Outlook

### **What You'll Be Like**

- Extremely well organised
- Demonstrable professionalism and gravitas
- A willingness to embrace change
- Excellent communication skills and high standards of literacy
- Demonstrate the right attitude and culture, objectives and priorities.
- Enjoy working as a team to improve and help move the business forward

### **We're Looking For The Best, Whoever They Are**

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socioeconomic background, race, sex, gender identity, sexual orientation, religious belief, age or disability

**Important Information:** Issued by Benchmark Capital Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex, RH12 4QP. Registration in England No 09404621.